

2010 TCE Grant Program

Financial Reports

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TCE Grant Program Office



Discussion Overview

- TCE Grant Program Expectations
- Budget Reporting Requirements
- Authorized Charges
- Unauthorized Charges
- 70/30 Split – Form 8654
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- Submitting Your Reports
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TCE Grant Program Financial Expectations

- **Keep documentation on grant expenditures**
- **Make only authorized purchases**
- **Don't make unauthorized charges to the grant**
- **Submit required budget reports on time**
- **Timely file SF-425 with the Payment Management System**



Budget Reporting Requirements

- **Form 8654 – Tax Counseling for the Elderly Program Quarterly/Final Program Report**
 - Quarterly Form 8654
- **Preliminary Reports –**
 - Form 8654 and preliminary narrative report
 - Not required if program ends by 4/30
- **Annual Form 8654 and Final Narrative Report**




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We realize many TCE programs end on April 30. If your program ends early, you do not have to prepare a preliminary report. You are required to complete the annual report 90 days after the program ends.

Form 8654
Quarterly Reporting Dates

Cumulative report reflecting expenditures for Quarter

- October 1, 2009 – Dec. 31, 2009
- January 1, 2010 – March 31, 2010
- April 1, 2010 – June 30, 2010
- July 1, 2010 – September 30, 2010



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- Keep track of the quarterly reporting dates.
- Keep track of your grant expenditures and receipts.
- Your expenditures should be cumulative for that quarter' reporting date.

Preliminary Reports

- Form 8654 and Narrative
- Covers October 1, 2009 – May 31, 2010
- Due June 30, 2010
- Not required if your program ends early (by April 30, 2010)



Annual Report


- **Final Form 8654 and final narrative
Covers October 1, 2009 –
September 30, 2010**
- **Due December 31, 2010 or 90 days
after your program ends,
whichever is earlier**



Authorized Charges

Allowable Expenses:

- Salaries, wages and benefits of clerical, administrative, or technical personnel
- Office or site supplies
- Rent, utilities, and custodial services
- Miscellaneous services
- Audit services
- Installation of telephone lines
- Internet connectivity costs
- Volunteer travel reimbursement costs
- Publicity and training costs
- Travel costs
- Cost of Interpreter services
- Volunteer recognition items
- Computers and printers (unit cost of \$1,000)
- E-file supplies



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- Salaries must be reasonable and directly related to the TCE program during a weekly, bi-weekly or monthly duration
- Rent, utilities, and custodial services when additional and necessary for costs associated with space utilized for TCE tax preparation
- Miscellaneous services, i.e., printing, postage insurance, courier charges for delivering documents to IRS
- Telephone installation necessary for providing site information and/or for scheduling appointments and/or supporting e-file electronic transmission; lines must be exclusively used for elderly taxpayers to handle their federal tax inquiries
- Volunteer travel reimbursements to and from site locations
- Publicity and training costs must be directly related to the program
- Travel costs for attending the orientation meeting or other IRS territory meetings
- Interpreter services for the hearing impaired
- Volunteer recognition items should not exceed \$10 per volunteer
- Computers and printers with a unit cost of \$1,000 and repairs for computer equipment for tax preparation services (record this on line 17 and 21 of Form 8654)
- E-file supplies include printer cartridges, toner, cable locks, memory, network cards, and external media for backup data

Unauthorized Charges

- Costs associated with the preparation and shipment of the TCE application package
- Tax preparation and transmission software
- Supplies not needed to execute the TCE program
- Expenses incurred that don't benefit or support the program
- Indirect costs
- Purchase, construction, repair, or rehabilitation of any building or any portion thereof
- Costs or expenses incurred or paid prior to IRS approval of the Cooperative Agreement
- Costs for installation of a toll-free, Watts, or 800 number
- Costs for items or services outside of the grant cycle
- Postage to mail tax returns to IRS or state offices
- Costs of goods or services for personal use by program employees



Costs for items or services outside of the grant cycle, i.e., costs for preparing for next year's program.

70/30 Split – Form 8654

- **No more than 70% of the grant funds awarded may be expended for volunteer reimbursement.**
- **No more than 30% of the grant funds awarded may be expended for administrative expenses.**



Single Audit Report

- If you spend \$500,000 or more in federal awards, you must provide the TCE Grant Program Office a copy of your single audit report
- Your audit must be done by an independent auditor in accordance with the Government Auditing Standards



Submitting Your Reports

**All IRS reports should be
mailed to:**


Internal Revenue Service
SE:W:CAR:SPEC:FO:GPO
TCE Grant Program Office
5000 Ellin Road, C4-168 NCFB
Lanham, MD 20706



Reminders

- Submit quarterly Form 8654 by the due dates
- Submit the Preliminary Report by June 30, 2010
- Submit the Annual Report by December 31, 2010 (if program ends early – 90 days after program ends)
- Include a narrative with the preliminary report and the annual report
- Request an extension of time to submit reports only under unusual circumstances
- Submit SF 425 by the due dates

Note: Failure to submit reports by the due date may result in freezing of grant funds, termination of the grant and will impact consideration for subsequent year grants.



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Resources

- Publication 1101 – *2010 Application Package and Guidelines for Managing a TCE Program*
 - Section L – Management of Funds
- TCE Grant Program Office:
 - Telephone - (404) 338-7894
 - E-mail – tce.grant.office@irs.gov
- For TCE program issues, contact your territory relationship manager



Financial Reports

QUESTIONS?



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